Keyboard shortcuts associated with Menu bar options and toolbars

Tables 23 to 26 provide lists of Calc keyboard shortcuts that can be used instead of the identified options on the Menu bar, the Standard toolbar, or the Formatting toolbar. In the latter two cases the toolbars are assumed to contain the initial default set of icons, without any user customization.

Table 23: Function key shortcuts for menu and toolbar options

Windows / Linux	Equivalent Menu bar / toolbar option
F1	**Help > LibreOffice Help**.
F2	**Edit > Cell Edit Mode.**
Ctrl+F2	**Insert > Function.**
Ctrl+F3	**Sheet > Named Ranges and Expressions > Manage.**
Shift+F3	**Format > Text > Cycle Case.**
F4	**Sheet > Cycle Cell Reference Types.**
Ctrl+Shift+F4	**View > Data Sources.**
F5	**View > Navigator.**
Ctrl+F5	**View > Sidebar.**
Shift+F5	**Tools > Detective > Trace Dependents.**
F7	**Tools > Spelling.** **Spelling** icon on Standard toolbar.
Ctrl+F7	**Tools > Thesaurus.**
Ctrl+Shift+F7	**Tools > Language > Hangul/Hanja Conversion**. The availability of this menu option depends on selections on **Tools > Options > Language Setting > Languages**.
Shift+F7	**Tools > Automatic Spell Checking.**
Ctrl+F8	**View > Value Highlighting.**
F9	**Data > Calculate > Recalculate.**
Shift+F9	**Tools > Detective > Trace Precedents.**
Ctrl+Shift+F9	**Data > Calculate > Recalculate Hard.**
F11	**View > Styles.** **Styles > Manage Styles**.
Shift+F11	**File > Templates > Save as Template.** Via drop-down menu on **Save** icon on Standard toolbar.
F12	**Data > Group and Outline > Group.**
Ctrl+F12	**Data > Group and Outline > Ungroup.**
Alt+F12	**Tools > Options**.

Table 24: Number key shortcuts for menu and toolbar options

Windows / Linux	Equivalent Menu bar / toolbar option
Ctrl+1	**Format > Cells.**
Ctrl+Shift+1	**Format > Number Format > Number** (use the "1" key on the main keyboard). **Format as Number** icon on Formatting toolbar.